



ST MICHAEL'S CE PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
 At the School
 Wednesday 21st November 2016 at 7pm

MINUTES

Part 1

Local Authority Governor (1)	Staff Governors (1)	Parent Governors (2)
*Catherine Kennally CK (21-01-18)	VACANT (1)	*Matthew Kerr (MK) (07-04-19) *Cordelia Brown (CB) (07-04-19)
PCC (2)	LBDS (2)	DEANERY SYNOD (2)
+Jonathan Murphy (JM) (11-04-19) *Mark Dailey (09-11-20)	+Lucy Clarke (LC) (03-05-20) VACANT (1)	+Adam Zombory-Moldovan, VICE CHAIR (joint) (AZM) (26-11-18) *Adam Garfunkel, CHAIR (AG) (12-05-19)
EX OFFICIO: FOUNDATION (1) and HT: +The Reverend Jonathan Trigg (JT) *Geraldine Gallagher Head Teacher (HT)		ALSO PRESENT: Michele de Broglio, Clerk
*denotes governor present +denotes apologies		

<p>1. Opening prayer, welcome and apologies for absence.</p> <p>1.1 The meeting started with an opening prayer and the Chair welcomed everyone to the meeting.</p> <p>1.2 Apologies were received from Jonathan Murphy, Jonathan Trigg, Lucy Clarke, and Adam Zombory-Moldovan.</p> <p>1.3 The Clerk pointed out that with these apologies the meeting was not quorate. It was agreed that as MK had indicated that he would be arriving late governors could continue to discuss any matters not requiring a decision until he arrived. This meant items on the agenda being discussed out of turn and these minutes reflect this.</p> <p>2. Declaration by Governors of Interest Pecuniary or Otherwise in Respect of Items on the Agenda and Annual Register</p> <p>2.1 No Interests were declared in items on the agenda and Mark Dailey completed the annual declaration of business interests to be filed at the school. The clerk stated that these had now all been received apart from one outstanding from JT who is unlikely to attend the next meeting due to his imminent retirement. The Clerk will</p>	
---	--

chase this up.	Action: Clerk
3. Membership of the Governing Body, Committees and Link Governors:	
3.1 a) Governing Body Vacancies: PCC - The Clerk informed governors that the PCC has met and appointed Mark Dailey as its foundation governor for a period of four years with effect from 10 th November 2016. LDBS - The Chair and headteacher have looked at the list of potential will be LDBS candidates and have arrived at a shortlist of 7 candidates, of whom three mentioned having fundraising experience. Interviews will be held and the LDBS are to be informed. Once a candidate has been chosen this will be communicated to LDBS who will make a formal appointment. Ex -Officio Foundation - JT is due to retire in the new year the Chair will contact the church about his replacement on the governing body.	Action: Chair
3.2 b) Joint Vice Chair vacancy: this will be postponed until the next meeting.	
3.3 c) The Premises committee due to have taken place this evening had to be postponed because AZM is ill - appointment of Committee Chairs will therefore be ratified at the next meeting.	Action: Chair
3.4 d) Governors AGREED to review the list of functions to be delegated to Committees and individuals in accordance with the NGA Planner – to be discussed at the next meeting.	
3.5 e) The terms of reference for the Premises Committee will be ratified at the next meeting once agreed by that Committee.	Action: Premises Cttee
3.6 f) Terms of Reference for the Governors' Fund will be ratified at the next meeting.	
Main Business:	
5. Reports from Committees, Working Groups and Lead Governors To receive updates from the following:	
5.1. <u>Premises Committee</u> : The Committee will be rearranged as soon as AZM is well.	Action: AZM
5.2 <u>Fundraising Working Group</u> : Has not yet met. The Chair is progressing with shortlisting potential members. See item 7.2.	
5.3 <u>Inclusion Lead (CB)</u> : CB had met with HT and Inclusion lead to discuss “unlocking potential” with a view to looking at what they offer, the current needs in school, existing capacity and any unmet needs. Provision in the school is currently very good, including emotional, social and mental with rapid referrals being made when necessary. Therapeutic input is being met through art therapy at present. Support for parents could become more relevant in future as budgets and commissioning change and once there is a greater evidence base.	
5.4 <u>Safeguarding Lead (JM)</u> : JM has met the headteacher and the PE lead and will report back at the next meeting.	Action JM
5.5 <u>Finance Lead</u> : Mark Dailey expressed an interest in this and Governors AGREED (<i>once the meeting was quorate</i>).	
5.6 <u>Premises, Health and Safety Lead (AZM)</u> : No Update for this meeting	
5.7 <u>Curriculum and Assessment Lead (CK)</u> : CK has arranged a meeting with KS2 lead and attended the book week assembly (visit report circulated) – the reading and writing aspect was found to be very successfully organised. CK also observed an “Active Maths” session (visit report circulated). The Chair thanked CK for her feedback reports and thanked the school for the provision observed. <i>One of the governors also stated that they had enjoyed reading the visit reports.</i>	
5.8 <u>Admissions Lead (CB)</u> : No Update for this meeting	
5.9 <u>Christian ethos Lead (JT)</u> : No Update for this meeting. A new lead will be needed once JT has retired in the new year.	
5.10 <u>Communications Lead (tbc)</u> : Mark Dailey expressed an interest in this and	

<p>5.11 5.12</p>	<p>Governors AGREED (<i>once the meeting was quorate</i>) <u>STEM Lead (AZM): No Update</u> <u>Governors' Development Plan: Lead tbc</u></p>	
<p>6.</p>	<p>Governors Visits, Development and training. a) Receive reports from governors who have undertaken monitoring visits to the school – see item 5.7 above b) Receive feedback from governors who have attended training courses since the previous meeting: CK and the HT attended training on premises organised by the LA, and they reported back that it had been unstructured and very poor. Risk assessments need to be undertaken but there is currently no training on these provided by the LA and CK was unsure whose responsibility it is to carry out these risk assessments. c) To consider governor training for 2016/17.and agree topic for the SLA training session – it was suggested that governors consider training on Raise on line and school data. This could take place at the next GB meeting.</p>	<p>Action: Chair and HT</p>
<p>7.</p>	<p>Chair's Items</p>	
<p>7.1</p>	<p>Governors' Fund: An analysis of contributions has been carried out showing £4,600 September, £5,900 October and £3k so far for November. Monthly totals have increased with the average donation being £30 with some much larger donations. Contributors will be thanked in the next school newsletter. More work will be carried out to provide more options for regular donations.</p>	<p>Action: Chair</p>
<p>7.2</p>	<p>Fundraising Working Group: FS, LC and MD have expressed an interest and a couple of parents. MD will prepare some information for parents on the role of the group and an invitation to parents and the wider community to put themselves forward by submitting an expression of interest before Xmas, to be distributed to parents and church members, with view to shortlisting before the next meeting in January.</p>	<p>Action: MD</p>
<p>7.3</p>	<p>Governors Development Plan – a draft survey of local opinion about the school has been sent to governors by the Chair.</p>	
	<p><i>Matthew Kerr joined the meeting and apologised for being late due to childcare responsibilities. The meeting was now quorate and decisions were taken re items 5.5 and 5.10 above.</i></p>	
	<p>It was AGREED that the purpose of the survey should be revisited. The survey could hinge on the new admissions policy and be followed up with a focus group. The survey should be refocussed with 6 to 8 questions and recirculated to governors. In the meantime, a banner will be displayed outside the school and the new revised admissions criteria will be consulted on. which could be followed up by an approach to local nurseries and a leaflet promoting the school.</p>	<p>Action: Chair and MD</p>
<p>7.4</p>	<p>Governors' Fund Accounts for approval. 2 sets of accounts (2015 and 2016) had been circulated for approval, both examined by an independent auditor and by the Chair and the Trustees of the Governors' Fund. The Chair recommended that these be approved. Governors noted the surplus in 2015 of £15,629 and in 2016 of £10,123. The reduction was queried and it was stated that this could have been due to reduced gift aid claims.</p>	
<p>8</p>	<p>Minutes of the previous meeting (19/10/16) and Matters Arising.</p>	
<p>8.1</p>	<p>The Minutes were APPROVED and signed by the Chair for filing at the school.</p>	
<p>8.2</p>	<p>Matters arising: There were no matters arising.</p>	

9. Policies (Circulated):

- 9.1 Charging Policy: due to shortage of time this was deferred to the next meeting.
- 9.2 New Sex and Relationships Policy: **The Policy was APPROVED**
- 9.3 SRE Scheme: **This was APPROVED.**
- 9.4 Sports Premium expenditure: review 2015/16 and plan for 2016/17: due to the shortage of time this was deferred to the next meeting.
- 9.5 Internal Scheme of Delegation (circulated) and other items relating to delegation will be deferred to the next meeting.

10. Headteacher’s Report: Verbal

- 10.1 Swimming: the school has arranged to use the Mallinson Centre swimming pool.
- 10.2 Lesson observations: we moderate our lesson observations annually. Sue Ladapis (LDBS and Ofsted Inspector) joined SLT. The focus was English and the more able Overall “Good”. The new LDBS adviser Sally Moore is visiting in December.
- 10.3 Performance Management: all reviews were completed and results reported to the pay committee.
- 10.4 INSET: the days were very productive and focused on school priorities.
- 10.5 An audit has been completed of all childrens’ needs. The Early Years team focussed on one of their priorities – the outdoor learning environment creating zoned areas.
- 10.6 Play time consultation: a survey has been carried out with pupils about play times and improvements are planned. The pavilion is now being used for indoor activities.
- 10.7 One to one parents’ meetings have been held.
- 10.8 Activities: Book week was very successful and numerous sports activities have taken place, Links were made with Lauderdale House’s education worker who has been working largely with secondary schools and the school is going to try out some lessons there based on the history curriculum.
- 10.9 Admissions Policy approved at the last meeting – The LA has advised there needs to be clarity regarding the term “siblings” – **Governors AGREED that it should include all siblings and that the Policy should be amended accordingly.**
- 10.10 Events: details of Xmas events and others will be circulated to governors.

14. Future Meeting Dates

- 14.1 **The Next Meeting will take place on Wednesday 18th January 2017 at 7pm.** Meeting dates will be set for the premises Committee and Fundraising Working Group.

15. Any Other Urgent Business Items

Jonathan Trigg’s Retirement 12th January 2017: The KS1 assembly that he leads will be taking place with a farewell event afterwards.

Parts 1 and 2 of the meeting concluded at 9.15pm

..... Date

Chair of Governors (Adam Garfunkel)

--	--